

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1110.76K

5/6/96

SUBJ: AIR TRAFFIC PROCEDURES ADVISORY COMMITTEE

1. PURPOSE. This order renews and constitutes the charter for the Air Traffic Procedures Advisory Committee as required under the provisions of the Federal Advisory Committee Act (P.L. 92-463, Title 5, U.S. Code, Appendix 2).

2. DISTRIBUTION. This order is distributed to branch level in Washington headquarters and regions.

3. CANCELLATION. Order 1110.76J, Air Traffic Procedures Advisory Committee, dated April 28, 1994, is cancelled.

4. BACKGROUND.

a. On January 28, 1975, the Secretary of Transportation established a task force to examine the overall organizational structure and management approach of the Federal Aviation Administration (FAA), including its use of delegations in carrying out its statutory safety mission, and to examine the relationship of the safety mission to the FAA's other missions. On April 30, 1975, the task force submitted its report to the Secretary. It contained a recommendation for establishment of a standing group composed of air carrier, controller, general aviation, military, and pilot representatives to review air traffic control procedures and practices. Establishment of the Air Traffic Procedures Advisory Committee was in response to that recommendation.

b. The Air Traffic Procedures Advisory Committee serves the public interest by providing a forum for interaction among the FAA, the military, the airlines, airline pilots, air traffic control personnel, general aviation pilots, business pilots, and their representatives. The level of expertise and balanced viewpoint of this committee have enabled early identification of potential problem areas and accelerated early corrective action, thereby creating greater safety and public confidence in the Nation's air transportation system.

5. OBJECTIVES AND SCOPE.

a. The committee, consistent with its original charter, is to review present air traffic control procedures and practices.

b. The committee, as additional tasks, may:

(1) Analyze new or significantly revised procedural concepts.

(2) Review the adequacy of charts, diagrams, and illustrations used to convey information concerning the application of air traffic procedures and their relevance to current, revised, or proposed procedures and concepts.

(3) Identify Federal Aviation Regulations (FAR) that have an impact on present, new, or significantly revised air traffic control procedures and concepts.

6. DUTIES.

a. As a result of its review of present air traffic control procedures and practices, the committee is to make recommendations for standardizing, clarifying, and upgrading terminology and procedures.

b. The committee may provide advice and/or make recommendations concerning those items reviewed under paragraph 5b above.

c. In accomplishing its duties, the committee shall act in a solely advisory capacity.

7. ORGANIZATION AND ADMINISTRATION.

a. The committee consists of approximately 16 member organizations selected by the FAA as most representative of the various viewpoints of aviation and airspace users. The organizations provide a membership fairly balanced in terms of points of view of those represented and the functions to be performed by the committee. These organizations are: Federal Aviation Administration, U.S. Army, U.S. Navy, U.S. Air Force, Aircraft Owners and Pilots Association, Allied Pilots Association, Air Line Pilots Association, Air Transport Association of America, Air Traffic Control Association, Inc., National Business Aircraft Association, National Association of Air Traffic Specialists, National Air Traffic Controllers Association, Helicopter Association International, Aviation

Safety Reporting System Office, Experimental Aircraft Association, and Southwest Airlines Pilots' Association. Each member organization may designate one representative and alternates, if desired. The chairperson should be promptly notified of any changes in representation.

b. The Administrator is the sponsor of the committee. Normally, the Director of Air Traffic shall receive all committee recommendations or reports. The Director shall also be responsible for providing administrative support for the committee and shall provide a secretariat. An executive director of the committee shall be designated by the Director and shall be a full-time employee of Air Traffic. The committee may not meet in the absence of the executive director of the committee. The executive director of the committee shall adjourn any advisory committee meeting whenever he or she determines adjournment to be in the public interest.

c. A chairperson shall be elected upon each charter renewal by a majority of the members, and meetings shall not be conducted in the absence of the chairperson who shall be responsible for:

(1) Determining, in coordination with the executive director of the committee, when a meeting is required and where it will be held.

(2) Formulating an agenda for each meeting which will be approved in advance by the sponsor.

(3) Notifying all members of the time, place, and agenda for any meeting.

(4) Conducting the meeting.

(5) Providing for the taking of minutes at each meeting and certifying the accuracy of the minutes.

d. Meetings shall be held as needed, approximately one each quarter.

e. Detailed minutes shall be kept of each committee meeting. The minutes shall include the time and place of the meeting; a list of committee members and staff and agency employees present at the meeting; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the committee; a description of public participation, including a list of the members of the public who presented oral or written statements; and a description of the public statements.

f. The committee meetings will be open to the public, and timely notice of such meetings shall be published in the Federal Register at least 15 days before the meeting, except in emergency situations. The proposed agenda, as well as the time and place of the meeting and information that the meeting will be open to the public, should be included in the notice which should be forwarded to the Chief Counsel, Attention: Rules Dockets Section, AGC-10, approximately 30 days before the meeting. Other forms of notice, such as press releases, are to be used to the extent practicable.

g. Representatives of the non-Government member organizations serve without Government compensation and bear all costs related to their participation on the committee.

8. ESTIMATED COST. The estimated annual operating cost (including pro rata share of salaries of DOT employees) is \$50,000. Approximately .58 person-years will be required to support the committee.

9. PUBLIC PARTICIPATION. Each committee meeting shall be open to the public and interested persons shall be permitted to attend and appear before the committee, subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the Federal Advisory Committee Act (5 U.S.C., App. 2), as amended, and applicable regulations. Interested persons may file written statements with the committee at any time.

10. AVAILABILITY OF RECORDS. Subject to section 552 of Title 5, U.S. Code, records, reports, transcripts, minutes, and other documents that are made available to or prepared for or by the committee shall be available for public inspection and copying at the FAA, Program Director for Air Traffic Rules and Procedures, 800 Independence Avenue, SW., Washington, DC, 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations.

11. PUBLIC INTEREST. The continued use and existence of the Air Traffic Procedures Advisory Committee are determined to be in the public interest in connection with the performance of duties imposed on the FAA by law.

12. EFFECTIVE DATE AND DURATION. Renewal of this committee is effective April 9, 1996, which is the filing date of this charter. The committee shall remain in existence for 2 years after this date unless sooner terminated or extended.

A handwritten signature in cursive script that reads "David R. Hinson".

David R. Hinson
Administrator

